

### SUGGESTION EVALUATION REPORT

TO: Executive Secretary  
Suggestion Awards Committee

SUGGESTION NO.

69-202

SUSPENSE DATE

**INSTRUCTIONS:** Please complete this form in detail to guide the Suggestion Awards Committee in making a final determination of the merits of this suggestion. Retain third copy.

1. ACTION RECOMMENDED ☒ ADOPT ☐ DECLINE ☐ OTHER (Specify):

2. REASONS FOR RECOMMENDATION (If more space is needed, use plain paper)

I am in favor of anything that will prove a time-saver, no matter how small, for the "overworked and unheralded" typist or secretary!

In this case, I reluctantly agree that only the users of CIA letterhead stationery would greatly appreciate this tick mark.

True, all typing classes teach their students to put these tick marks on paper but many seem to forget this, or neglect to do so, when they leave school. This becomes quite obvious, at times, when we review memoranda for blue books.

I believe ORD should endorse this suggestion even for the slight degree of benefit it would gain by doing so. At the right moment, it could be quite a help to the secretary, especially when working under pressure.

I would be more inclined to heartily endorse this suggestion if the powers that be had suggested that arrangements could also be made to tick mark part of the plain bond paper, as well as CIA letterhead, which is used so much throughout the Agency in correspondence.

3. TANGIBLE FIRST-YEAR SAVINGS (Man-hours, material, equipment, etc.)

4. INTANGIBLE BENEFITS (See guide on reverse side of third copy)

5. WHAT OTHER OFFICES, DIVISIONS, ETC. MIGHT ALSO USE THIS IDEA?

DATE

26 March 1969

25X1A9a

FORM 1-68

244b

USE PREVIOUS EDITION

Approved For Release 2000/08/24 : CIA-RDP74-00005R000200120007-3

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(43)

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

EXTENSION

NO.

69-202

DATE

2731

13 March 1969

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

25X1A9a

RECEIVED

FORWARDED

1.

1 A 53, Headquarters

14/3/69

2.

3.

25X1A9a

4.

AO/DCI

3/20

B

5.

6.

Cable Secretary  
1A-53 Hqs.

21/3

21/5/69

AB

7.

SUSPENSE DATE: 14 April 1969

Can you ask the Administrative Officer for the Office of the Director to determine if this proposal meets with the approval of that office? I am also sending a copy to each directorate and service to determine if they wish to install this change.

25X1A9a

1 - 4: For comment or approval.  
25X1A9a

4-6. The Director's Staff Assistant has indicated that use of a tick mark on correspondence for the Director's signature would not be appropriate.

25X1A9a

AO/DCI

1 to 9: Note O/DCI comment.

25X1A9a

BEST  
COPY  
AVAILABLE

21 March 69

AB

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SUSPENSE DATE

14 April 1969

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1. ACTION RECOMMENDED ☐ ADOPT ☒ DECLINE ☐ OTHER (Specify):

2. REASONS FOR RECOMMENDATION (If more space is needed, use plain paper)

We do not believe this suggestion should be adopted for the following reasons:

a) The proposed tick-mark detracts from the neatness of the typed page.

b) A typist will not necessarily type all the way down to the tick mark. If a paragraph ends near the bottom of the page, she will start the next paragraph on a new page rather than have a few dangling lines at the bottom of the first page. If the correspondence is classified, the classification stamp will often take up much more room at the bottom of the page than the space below the proposed tick mark (e.g. Top Secret Ruff Trine Handle via Talent-Keyhole Comint Control System Jointly).

c) Letterhead correspondence is almost always going outside the Agency. In the interest of having as neat appearing page as possible, typists in O/DDI will "set up" the page themselves, rather than rely upon tick marks.

d) The IBM electric typewriters come with a page-end indicator, an easy to operate device which assures adequate page-end margins every time.

While we would prefer that this suggestion not be adopted, if other components believe that it offers advantages to them, we would not object strongly to its adoption.

3. TANGIBLE FIRST-YEAR SAVINGS (Man-hours, material, equipment, etc.)

4. INTANGIBLE BENEFITS (See guide on reverse side of third copy)

5. WHAT OTHER OFFICES, DIVISIONS, ETC. MIGHT ALSO USE THIS IDEA?

DATE

14 March 1969

SIGNATURE OF EVALUATOR (Type name and title)

25X1A9a

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(43)

## GUIDE FOR DETERMINING AWARDS FOR EMPLOYEE SUGGESTIONS WITH INTANGIBLE BENEFITS

INTANGIBLES MAY ALSO BE CONSIDERED WHEN TANGIBLE SAVINGS ARE PRESENT. BECAUSE OF THE NATURE OF INTANGIBLE BENEFITS, NO GUIDE CAN BE SO CONCLUSIVE AS TO MAKE THE DETERMINATION OF APPROPRIATE AWARDS AN AUTOMATIC AND SIMPLE PROCESS. YOUR RECOMMENDATION MUST STILL BE ARRIVED AT BY THE APPLICATION OF YOUR INFORMED JUDGEMENT, WHICH SHOULD CONSIDER ALL INFLUENCING FACTORS, SUCH AS THE EXTENT AND SCOPE OF APPLICATION, SIGNIFICANCE OF THE CONTRIBUTION AND IMPORTANCE OF THE PROGRAMS AFFECTED.

DEGREE OF BENEFIT	EXTENT OF APPLICATION				
	LIMITED	LOCAL	EXTENDED	BROAD	GENERAL
SLIGHT	\$ 15-25**	\$ 25-50	\$ 50-75	\$ 75-150	\$ 150-250
MODERATE	50-100	100-150	150-200	200-300	300-400
HIGH	150-250	250-350	350-450	450-600	600-750
EXCEPTIONAL	300-500	500-700	700-1000	1000-1500	1500-25000


DEGREE OF BENEFIT	
SLIGHT	MINOR MODIFICATION OF AN OPERATING PRINCIPLE OR PROCEDURE, LIMITED POTENTIAL VALUE.
MODERATE	CONSIDERABLE MODIFICATION OF AN OPERATING PRINCIPLE OR PROCEDURE, HIGHER POTENTIAL VALUE.
HIGH	COMPLETE REVISION OF A BASIC PRINCIPLE OR PROCEDURE, VERY HIGH POTENTIAL VALUE.
EXCEPTIONAL	INITIATION OF A NEW PRINCIPLE OR MAJOR PROCEDURE, SUCH A CONTRIBUTION WHICH SUBSTANTIALLY ADVANCES AN IMPORTANT ACTIVITY OF THE AGENCY OR MAKES A SIGNIFICANT CONTRIBUTION TO SCIENTIFIC KNOWLEDGE.

EXTENT OF APPLICATION	
LIMITED	AFFECTS THE IMMEDIATE WORK AREA OR IMMEDIATE ASSOCIATES. (1 to 25 employees.)
LOCAL	AFFECTS MORE THAN THE IMMEDIATE WORK AREA OR ASSOCIATES BUT IS WITHIN AN INSTALLATION, A FACILITY, A TECHNICAL OFFICE, A BRANCH, A DIVISION OR IS IN THE PUBLIC INTEREST ONLY IN THE LOCALITY. (26 to 1000 employees.)
EXTENDED	APPLICABLE TO SEVERAL INSTALLATIONS OR FACILITIES, OR IS IN THE PUBLIC INTEREST IN SEVERAL LOCALITIES OR IS WITHIN A MAJOR ORGANIZATIONAL ELEMENT SUCH AS A DEPUTY DIRECTOR'S COMPONENT. (1000 to 4000 employees.)
BROAD	APPLICABLE TO MANY INSTALLATIONS OR FACILITIES, TO TWO OR MORE DEPUTY DIRECTOR'S COMPONENTS, IS OF AGENCY-WIDE APPLICATION, OR IS IN THE PUBLIC INTEREST IN SEVERAL AREAS. (4000 or more employees.)
GENERAL	APPLICABLE THROUGHOUT SEVERAL LARGE AGENCIES OR A LARGE DEPARTMENT, OR IS IN THE PUBLIC INTEREST THROUGHOUT THE NATION OR BEYOND.

\*\*THE MINIMUM CASH AWARD OF \$15.00 FOR INTANGIBLE BENEFITS WILL NOT BE GRANTED UNLESS THE CONTRIBUTION COMPARES FAVORABLY WITH IDEAS WHICH PRODUCE AT LEAST \$50.00 WORTH OF MEASURABLE BENEFITS.

APPROPRIATE NONFINANCIAL RECOGNITION IS AVAILABLE FOR SUGGESTIONS WHICH DO NOT MEET THE STANDARDS FOR CASH AWARDS.

SUPERVISORS ARE THE KEY TO THE SUCCESS OF THE SUGGESTION PROGRAM. WE NEED YOUR WHOLEHEARTED COOPERATION IN GIVING SUGGESTIONS A PROMPT, COMPLETE AND FAIR-MINDED EVALUATION. GOOD EVALUATIONS MEAN MORE AND BETTER SUGGESTIONS, WHICH IN TURN MEAN MORE SAVINGS -- IN MONEY, IN TIME, IN INCREASED EFFICIENCY OF OPERATION.

EVALUATION OF EMPLOYEE SUGGESTION <small>(Submit in duplicate)</small>		SUGGESTION NO.  69-202
TO: Executive Secretary Suggestion Awards Committee	FROM: Chief, Records Administration Br., SSS	
INSTRUCTIONS		
<small>IN ORDER TO GUIDE THE SUGGESTION AWARDS COMMITTEE IN MAKING FINAL DETERMINATION, YOUR EXPLICIT COMMENTS ARE NECESSARY. "ACTION RECOMMENDED" SHOULD BE COMPLETED. IF TANGIBLE BENEFITS ARE INVOLVED, AN ANALYSIS OF THE ANTICIPATED FIRST YEAR'S SAVINGS SHOULD BE SHOWN. IF TANGIBLE BENEFITS ARE DERIVED, PLEASE INDICATE THE EXTENT OF BENEFIT AND DEGREE OF APPLICATION AS DEFINED IN THE GUIDE ON THE REVERSE SIDE.</small>		
ACTION RECOMMENDED		
<input checked="" type="checkbox"/> ADOPT FOR USE (Date adopted or to be adopted)	FURTHER STUDY REQUIRED (Expected date of completion)	
<input type="checkbox"/> ALREADY IN EFFECT BUT THIS SUGGESTION MAKES ADDED CONTRIBUTION	REFER SUGGESTION TO (Component)	
<input type="checkbox"/> DISAPPROVED FOR ADOPTION	ACTION TAKEN AS A DIRECT RESULT OF THIS SUGGESTION (Specify below)	
<input type="checkbox"/> ALREADY IN EFFECT AND NO PART OF THIS SUGGESTION MAKES ADDED CONTRIBUTION	OTHER (Specify below)	
<input type="checkbox"/> ALTHOUGH NOT ADOPTED, STIMULATES AN IMPROVEMENT (Specify below)		
REASON FOR RECOMMENDATION		
<p>1. Suggestion 69-202 proposes a tick mark be placed on all CIA letterhead stationery 1 inch from the bottom to alert the typist she has reached the end of the typing area. The suggestion is valid and should be adopted.</p> <p>2. No major change in the design is needed. Printing Services Division informs me that our letterhead is printed by GPO and, adding the tick mark can be done. The office of the Director and each Directorate<sup>12</sup> responsible for its letterhead stationery. Therefore, the suggestion should be cleared with those offices before a final decision is made.</p> <p>3. Of all the advantages listed by the suggester the major factor is time savings for the typists. The suggestion will influence those typists who use the letterheads. Putting similar tick marks on blank paper generally is taught in typing classes and will be included in the revised correspondence handbook if a section on typing hints is added.</p> <p>4. Overall I would consider this suggestion, if adopted, to have a <u>slight</u> degree of benefit and a <u>local</u> extent of appreciation.</p>		
DATE  3 Feb 1969	SIGNATURE  and title)  CIA Records Administration Officer	
		25X1A9a

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TITLE OR SUBJECT OF SUGGESTION <b>Last Line of Page Mark</b>	CLASSIFICATION <b>Unclassified</b>	SUGGESTION NO. <b>69-202</b> (7)
PRESENT METHOD  <p>In most cases, it is a guess to where the last line is or to measure and mark.</p> <p>NOTE: This mark is used in the Department of the Navy.</p>		
I SUGGEST  <p>I suggest that a "last line of page mark" be placed on all letterhead stock paper. In those cases where plain paper is used, I suggest that the typist measure and mark the paper lightly with a pencil. I suggest that this be Agency-wide and that a policy statement would be made to have this mark mandatory and that it be printed on all letter head. I also suggest that in the future the Agency correspondence style manual will advise the typist of the function of this mark and if using plain paper to lightly mark with pencil.</p>		
ADVANTAGES  <p>The primary use of the mark is to let the typist know that this is the last time to be typed on a given page. The results are: It saves time from retyping the page over again; It improves the appearance of the document or letter and gives the Agency or office a professional look; It improves and simplifies the method of determining where your last line should be, without having to roll the paper out to measure or guess and then may be wrong; It saves time of measuring and marking for all letterhead paper. (According to [REDACTED] of the Printing Services Division of the Office of Logistics, 243,000 sheets of letterhead stock paper was printed in Fiscal Year 1968)</p>		
FORM 244 12-65	USE PREVIOUS EDITIONS	CLASSIFICATION (47) PART 2 — CIRCULATING COPY

25X1A9a

**CENTRAL INTELLIGENCE AGENCY**  
WASHINGTON, D.C. 20505

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DOCUMENT.





DEPARTMENT OF THE NAVY

NAVAL AIR SYSTEMS COMMAND

WASHINGTON, D. C. 20360

IN REPLY REFER TO

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